

ASSOCIATE JUVENILE PRESENTING OFFICER

DEFINITION: Under immediate supervision, performs beginning level work in performing legal research and assisting in prosecuting juvenile cases in Navajo Nation Family Courts; performs a planned learning progression of the duties and responsibilities described at the next higher level; duties are assigned to familiarize incumbents with the more difficult work in presenting juvenile cases involving delinquent children, child abuse and neglect cases, and children in need of supervision type cases; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Researches applicable legal and factual issues using computer research tools and/or law library materials; interprets and applies laws, court decisions and other legal authorities in the preparation of criminal court cases; reviews and assists in drafting juvenile cases referred by law enforcement agencies, social service programs, schools, parents, concerned family members and the general public; assists in determining if sufficient information is available to present and prosecute in Navajo Nation Courts; works directly with Navajo Nation Children's Code, various civil and children's rules of procedures, and rules of evidence to obtain information and to learn in preparation to take the Navajo Nation Bar Association examination.

With guidance and supervisory assistance prepares briefs, correspondence and legal pleadings for cases; petitions to court for child custody or detention or temporary placements; attends court hearings; assists in determining next step in case; assists prosecutors as needed; detains delinquent children as required; maintains contact with schools and various agencies for case handling and referral for children and families. All written work and research is thoroughly reviewed by supervising prosecutor.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws and regulations governing assigned work.

Knowledge of Navajo Nation Children's Code.

Knowledge of legal research methods and techniques.

Knowledge of judicial procedures.

Knowledge of the traditions and cultures of the Navajo Nation

Skill in analyzing facts and preparing cases.

Skill in establishing and maintaining effective working relationships.

Skill in verbal and written communication.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and completion of a two year tribal advocacy, paralegal or legal apprenticeship program; and two (2) years of experience involving legal research and assisting in the preparation of briefs, correspondence, legal pleadings and related documents.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Political Science or a closely related field.

THE NAVAJO NATION

Class Code: 2164
Legal Services Series
Prosecution and Advocacy Group
Overtime Code: Exempt
Pay Grade: 62

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SPECIAL REQUIREMENTS:

- Must be eligible for and maintain membership in the Navajo Nation Bar Association.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.